

YCTA Procurement Checklist

Procurement Basics (Required)

Name of Project Manager: _____

Date: _____

Description of Purchase:

Project is in budget (Check One) Yes No

Type of Purchase (Select One)
Professional Services

Cost estimate _____

Price/Cost Analysis (Required)

Independent Cost Estimate (Describe process for price estimate) Help can be found:
(http://www.fta.dot.gov/documents/Helpline_Price_Guide.doc)

Purchase Approved by _____ Date _____

Procurement Type (Required - Check One)

- Micro Purchase (Under \$3000) YCTA Purchased Order Used
- ORPIN or other established government procurement process please note (Under \$100K Only)
- Sole Source _____ Justification Sheet Attached
- Informal Bid (Under \$100K Only) _____ Bid Sheet & Purchase Order Used
- Piggyback Procurement (Piggybacking or using another agencies contract to purchase vehicles)
 - Full contract file - including all addendum & pricing sheets
 - Checklist complete (http://www.fta.dot.gov/documents/BPPM_appB16.doc)
 - Contract change order & pricing differential attached (Checked for "Cardinal Contract Change")
- Invitation to Bid (Price & ability to complete the work is the only allowed criteria)
 - Pricing Sheets are Attached (Sealed Bid)
 - Reference check is complete
 - Solicitation Addenda/Amendments are attached Total number: _____
- Competitive RFP /Bid (Selection is based on numerous criteria)
 - Solicitation Documents are attached
 - Selection criteria and weighting are spelled out in RFP (Pricing is not allowed as criteria for A&E Procurements)
 - Solicitation Addenda/Amendments are attached Total number: _____

Only Required if you are using a Subset of the Competitive or Formal Bid Process

- Design/Bid Procurement (Has necessary signatures)
- Prequalification is being required prior to competitive or formal bid

Advertising (Required for Procurements over \$3K)

- Solicited specific firms to Bid/Respond (only available for procurements under \$100K)
- Advertised RFQ or BID/RFP (Ads Attached)

Pre-Bid Meeting (Not Required)

- Held Pre-Bid Meeting Date _____
- Pre-bid participant list and meeting minutes attached

Transparency in Procurement Process (Required for Procurements over \$3k)

- There was one point of contact for vendors/offerors throughout the RFP/Bid process
- The RFP/Bid process ensured all vendors/offerors got the same information

DBE Inclusion (Required)

- Searched OMWESB website and solicited specific DBE firms to bid/respond (<https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz>)

Formal Request for Qualification (RFQ) or Pre-qualification (Not required)

- A formal RFQ process was conducted before RFP/Bid. (Documents attached)
- RFP/Bid Responses assessed for minimum qualifications before formal review (assessment attached)

Please note: RFQ must be part of process. You cannot use a standing list of qualified vendors for a federal procurement.

Selection of Vendor/Consultant (Required for Procurements over \$3K)

- Price & Ability to Deliver Only - Vendors Price List Attached
- Selection Committee & pre-established criteria- (Vendor ranking based on criteria attached)

Provide a brief justification for the selection of contractor.

Pre-award checks (Required for Procurements over \$3K)

- References were checked and no major concerns found
- Search was made in FTAs Excluded Parties Listing System (<https://www.epls.gov/>). Please attach results.

Notice of Award (Required for Procurements over \$3K)

- Price is consistent with initial cost/price analysis.
- Selected vendor/consultant was provided a notice of award (please attach)
- Notice was sent to unsuccessful bidders/offerors (please attach)
- Final contract was reviewed by legal department

Date _____

Contract (Required for Procurements over \$3K)

- Approved by Authorized Transit Director - Formal City Contract (\$3K - \$100,000)
- County Commission Approval & Signature (over \$100,000 please attached)

Please attach the contract or purchase order as well as all the required documentation to this summary

Federal Clauses (Required)

The contract includes the following federal clauses (First 12 always required)

Applicable to:		Requirement
All	<input checked="" type="checkbox"/>	No Federal government obligations
All	<input checked="" type="checkbox"/>	Program fraud and false or fraudulent statements
All	<input checked="" type="checkbox"/>	Access to Records
All	<input checked="" type="checkbox"/>	Federal Changes
All	<input checked="" type="checkbox"/>	Civil Rights (EEO, Title VI & ADA)
All	<input checked="" type="checkbox"/>	Incorporation of FTA Terms
All	<input checked="" type="checkbox"/>	Energy Conservation
All	<input checked="" type="checkbox"/>	Termination
All	<input checked="" type="checkbox"/>	Suspension /Debarment (Language and Form)
All	<input checked="" type="checkbox"/>	Recycled Products
All	<input checked="" type="checkbox"/>	Prompt Payment and Return of Retainage
All	<input checked="" type="checkbox"/>	Privacy Act
Transport of Person	<input type="checkbox"/>	Fly America
Transport of Property	<input type="checkbox"/>	Cargo Preference
Research/Planning	<input type="checkbox"/>	Patent Rights
Research/Planning	<input type="checkbox"/>	Rights in Data and Copy Rights
Over \$100,000	<input type="checkbox"/>	Lobbying (Language & Form)
Over \$100,000	<input type="checkbox"/>	Clean Water
Over \$100,000	<input type="checkbox"/>	Clean Air
Over \$100,000	<input type="checkbox"/>	Buy America (all certifications)
Over \$100,000	<input type="checkbox"/>	Breaches and Dispute Resolution
Bus Purchase / Piggyback	<input type="checkbox"/>	Bus Testing
Bus Purchase / Piggyback	<input type="checkbox"/>	Pre Award & Post Delivery Audit
Bus Purchase / Piggyback	<input type="checkbox"/>	TMV Certification
Manufacture / Construction	<input type="checkbox"/>	Work Hours & Safety Standards Act
Manufacture / Construction	<input type="checkbox"/>	Bonding Requirements
Construction	<input type="checkbox"/>	Davis Bacon Act
Construction	<input type="checkbox"/>	Copeland Anti Kickback
Construction	<input type="checkbox"/>	Seismic Safety
Operating	<input type="checkbox"/>	Transit Employee Protectiveness Act
Operating	<input type="checkbox"/>	Drug & Alcohol Testing
Operating	<input type="checkbox"/>	Charter Bus
Operating	<input type="checkbox"/>	School Bus

Other Documentation in File

As applicable

- Insurance Documentation
- Bonding Documentation
- Signed Buy America Documents (\$100,000 +)
- Signed Lobbying Certification (\$100,000)
- Signed Suspension/Debarment Form (\$25,000 +)
- Notice of any Protest
- Contract Close Out Sheet
- Other (please list)
